



West Virginia Statewide Addressing and Mapping Board WVSAMB Minutes

Verizon Office Building Charleston Conference Room
Charleston, West Virginia
Thursday, March 13, 2003

Attendance

Board Members Present:

Jack Bowden, Raleigh County 911
Jimmy Gianato, McDowell County 911 Director
Craig Neidig, Chairman, State GIS Coordinator
Jim Priester, Marion County Assessor
Frederick Smart, Director, Harrison County 911
David Tarbett, Citizen Member, Mason County
Martha Walker, Commissioner, West Virginia Public Service Commission
Tom Williams, E911 Service Manager, Verizon

Board Members absent:

Robert Anthony, Manager, Department of Transportation
Clinton Beaver, Putnam County Commission
Steve Kappa, Director, West Virginia Office of Emergency Services

Counsel, Staff:

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love
Leigh Cielensky, Executive Assistant

Absent: Kathy Buckley, Verizon
Dannie Walker, WV Public Service Commission

Project Manager Team:

[Marc Levesque, Acadia Research, LLC](#)

Joe Seppi, Michael Baker, Jr., Inc.
Dave Price, Michael Baker, Jr., Inc.

Absent: Dr. Terry Keating

Mapping Contractor:

Robert Hickey, BAE SYSTEMS ADR Inc.

Guests:

Terry Snodgrass, Doddridge/Ritchie County 911
Frank Chapman, Putnam County 911
Ron Kyle, Monongalia County 911
Michelle Barron, Kanawha County Metro 911
Matt Gravely, Kanawha County Metro 911
Jim Sorgman, Kanawha County Metro 911
Arnold Miller, Marshall University
Richard Begley, Rahall Transportation Institute
Barry J. Jones, Timmons Group
Randy Trott, Timmons Group
Rex Thaxton, Mountain Cad
Cannon Wadsworth, TMC Technologies
Robert L. Smith, Greenbrier County 911
Charles (Rusty) Harvey, Greenbrier County 911
Scott Strom, L. Robert Kimball & Associates
Chris Holmes, L. Robert Kimball & Associates

Opening

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary for the board. Chairman Neidig called the meeting to order at 1:02pm. March 13, 2003. A quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

Additional Discussion Items for Agenda (non-voting items only)

- Craig would like to add under New Business a fact-finding mission to GDT Technologies.

Motion to approval February 13, 2003 Minutes

Motion to approve minutes:

*Moved: Fred Smart
Second: Jim Priester*

Motion passed unanimously.

Motion to approve February 27, 2003 Minutes with modifications

Motion to approve minutes with modifications:

*Moved: Fred Smart
Second: Jack Bowden*

Motion passed unanimously.

Reports of Officers

Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart

- Craig reported that he attended meetings with Clark Selby and Joe Seppi with One Call Center and Miss Utility Headquarters in Pittsburgh, PA. We briefed them on the progress of the Board and the mapping project. One idea that came from the discussion is to enter into some type of a subscription service for their members to gain access to our data. This would allow them access to the data, and in turn it would allow us to get whatever updates would occur on some of their infrastructure which we may be able to feed into our system. The other thing we could get out of this is a way to pull in all their addressing databases and match it with ours. I think there is a lot potential. Most of the executive committee for Miss Utility was in the room and they have to bring this up before their membership but the executive committee was in agreement that they would definitely like to try and work out an arrangement with us.
- Tom reported that the Technical Committee had met this morning had made significant progress and has a couple of recommendations to make to the Board during the Technical Subcommittee Report.

Report of Counsel

Joe Starsick, Board Counsel

- This morning we made a lot of progress with the Handbook and the model ordinance with some technical changes and the addition of an executive summary to the Handbook to be ready by next week.
- Second, we discussed the pros and cons between an EOI and an RFP for the Addressing Contractor. Tom can report that the Technical Subcommittee recommends that we go the way of an RFP route.
- Third by way of Rahall Transportation Institute and Marshall University, I recommend that you have me take a look at the proposals and let the Board know what their options are by the next meeting.
- Craig would like to defer approval of Counsel's March 13, 2003 Report till March 27, 2003 when the Board will be provided with a written report.

Will defer approval of the Report of Counsel until March 27, 2003 when the Board will be provided with a written report.

Motion to approve Counsel's Report from February 27, 2003

Motion to approve minutes with modifications:

*Moved: Jim Priester
Second: Fred Smart*

Motion passed unanimously.

Report of Project Manager

Dr. Terry Keating, Project Manager
Joe Seppi, Deputy Project Manager/Contract Manager
Marc Levesque, Addressing Manager

Joe Seppi's Report

- **Progress Report** – We are at 50% completion for the first year.
- **Aerial/Mapping Vendor Selection** – bumped this up to 100% now that the contract is signed with BAE Systems.
- **System Design** – This task is 35% complete. Joe thanked RTI for putting together a proposal on such short notice. It does address our interests pretty well especially for this initial Phase I.
- What we want to try to accomplish is to create a living, secure, highly available container for the data that BAE Systems will be delivering to us.
- As Project Manager, Michael Baker will be responsible for the design of West Virginia's Integrated World-class Mapping and Addressing System. Baker will be the architect of this system. Whoever implements the system, pays for and stands it up, we are neutral on who would be doing this so long as our specifications are met. We certainly like the direction things are going with Rahall Transportation Institute.
- In the context of a GIS System for Statewide Addressing and 9-1-1 for the system, we have a number of elements that need to be included: data, hardware and software to name a few. BAE System is giving us aerial photography and mapping and a whole other phase to this with more data. The ultimate deliver will be called a database. To meet our contractual obligations is to go through a system design process. We have to define our problems, define our steps and the physical environment that we are going to put this system into, our objectives, who will be the human actors and roles and responsibilities ironed out. The people aspect is the most important. Down the road someone will be managing this in a central facility. The people who might maintain it could be the 55 counties, the 13 DOT districts, down to the public.
- We are looking at 5 terabytes of information with redundancy. This is an almost unprecedented size for a Geospatial Mapping Database in the world. This will be cutting edge and world class.
- As the system design progresses, more standards will be developed and documented. One important set of standards will be expressed in a Security Plan based on the National Institute of Standards and Technology (NIST) Special Publication 800-18, entitled "Guide for Developing Security Plans for Information Technology Systems".
- **Board Meetings** – The PM has attended all WVSAMB Meetings as well as several other meetings pertaining to Board business.
- **Standards Development** – Standards Development is 35% complete. Mapping standards have been developed and the mapping contractor will be required to adhere to them. The PM has worked closely with the mapping contractor to define other working standards related to the mapping contract. We are continuing to develop our QA/QC standards, communications with BAE and have received two weekly status reports. The reports are very detailed with keeping us up-to-date with what is going on out there. We talk to BAE just about on a daily basis, so when we know when they are flying.
- **Local Government & Stakeholder Participation** – This task is approximately 40% complete. The PM has met with and promoted the project to state agencies outside of

- regularly-scheduled WVSAMB meetings, including WV DOT/DOH and DEP, Federal Agencies including USACE, Census, FEMA, USGS, USFS, USCG, TAS and DOJ.
- **DRAFT RFP** – This task is 58% complete. The mapping EOI was finalized November 8, 2002. Working on the addressing solicitation has already begun. Much of the addressing standards development now being performed by the PM will be reflected in the addressing RFP.
 - **General Contractor Recommendations** – This task is 60% complete. The PM assisted the Board's selection committee with identifying the most qualified mapping vendor. The PM is now repeating that process in preparation for the addressing solicitation in the spring and summer of 2003.

Marc Levesque's Report

- **Addressing Handbook** - Marc reported that work had been done on the Addressing Handbook and will let Tom report further on it under Committee Reports. The only thing that I will mention is that we anticipate having a final draft to the project website, a week from today.
- **Addressing RFP** - Anticipate having a first cut of the Addressing RFP at the April 24, 2003 meeting.
- **Postal Service** – Had a meeting with Jeff Bice with the Postal Service. Good News, Jeff will be staying on as the Addressing Manager for Appalachian District. I would suggest to the Board at a future meeting, maybe in April or May that you invite Jeff and Barbara Mousseau, who is out of the Roanoke, VA office and will be handling most of the direct 9-1-1 packages. The efforts of both the Board and the Postal Service really need to be in sync. Right now when the Postal Service gets packages from the counties and towns, they are in all shapes and forms and what we are going to do is standardize what the conversion package looks like. This will help the USPS very efficiently process address changes. There is going to be about 340,000 rural routes, and Highway contractor routes and 350,000 PO Boxes and we are working to see how many of those would have physical addresses attached to them. We are looking at about _ million (500,000) addresses that are going to be changed over the next four years. So this needs to be a very smooth and efficient process.
- **Outreach** – In a memo I sent out to Board members in January I did strongly suggest that there be some sort of Outreach series of meetings to get out to different parts of the state and start talking to the counties and municipalities about addressing. I would like to reinforce this suggest because I do believe it is important in terms of building stakeholder participation. I think it would be appropriate to bring all the Addressing Coordinators together for some training. I think it is very important that you get out there because you are going to need a lot of local cooperation and some regional meetings with counties, would send a strong message that the Board is interested in soliciting assistance on this. I would be happy to discuss content and any type of input you would need on this.
- **Craig's Comment on Outreach** – Craig said it is the consensus of the Board that we do regional meetings and have training for the County Addressing Managers. The best time to possibly work on it would be after the Addressing RFP has been issued.

- **Joe Seppi's Comment on Outreach** – Joe said that he did follow up on Fred Smart's suggestion that we add an area on the Baker website for the Addressing Managers for each county. The website address is: <http://my.bakerprojects.com/addressingwv> Right now there is nothing in it. I still need the list of names and we will create the folders for the 55 counties. Once we get the Addressing Coordinators names we will give them a user name and password.

Motion to accept Project Manager Report

Motion to accept Project Manager Report:

Moved: Tom Williams

Second: Jimmy Gianato

Motion passed unanimously.

Report of Mapping Contractor

BAE SYSTEMS ADR

Robert Hickey, Deputy Program Manager

- **Website** – During the last meeting there was a discussion on keeping track of the project on the web. This can be accessed through BAE System Inc's website which is www.adrinc.com On the webpage there will be a box that says "West Virginia Project". After you select "West Virginia Project" it will prompt you for your user name and password. After you are logged in, you will see a map of the entire state and the proposed/projected flight lines covering the entire state. You will also see the ground controls. Some of the ground controls will be shaded yellow or blue and that identifies these control points as having been set. So we have the proposed locations of all our control sites and you can actually see where we have occupied the point and now have a control point on the ground. When you first look at the map you will see an outline of the state and an outline of the flight lines. You will also see moving from west to east six (6) flight lines now secured and they are in blue. You will also see a lighter shade of gray where we have not yet flown. Now you will be able to see our progress as we move along. If you zoom in on the right side of the screen there are several features that you can turn on and off. There are also hydro features and road features. You can customize the site for your own reference. It is zoom sensitive so as you zoom in you will see a scanned color image from the USGS as a backdrop and scanned images of the quads as well. The website is designed for 24/7 project management.
- **Progress Report** - We have six or seven flight lines that have been flown and at last count I believe that we are out 35-40% of the targets have been occupied. We have two crews working. We have Robinson working west to east and another contractor working north to south.

Will defer approval of the Mapping Contractor Report until March 27, 2003 when the Board will be provided with a written report.

Sub-Committee Reports

Technical Committee

Tom Williams, Chairman

- The Technical Subcommittee met this morning with Marc Levesque and Joe Starsick and we discussed a number of issues pertaining to the impending RFP for the Addressing Contractor. After some discussion we agreed after a vote to recommend to the full Board that the Request For Proposal process be used to secure the Addressing Contractor instead of the Expression of Interest. As Chairman of the subcommittee I submit this to the Board for consideration and placement on the agenda for a vote at the next meeting.
- As a result of those conversations, we spent several hours going through the proposed Addressing Handbook that Marc has worked on so diligently; we found the document relatively good and ready to go. We suggested a few minor changes with Counsel's approval. Marc is going to put the final version on the Project Manager's website so that everyone can take a look at it. It was also suggested that we put an executive summary at the beginning of the Addressing Book. Printing Issues were briefly discussed with the hopes of publishing 1,000 copies initially and getting at least 400-500 out in the state immediately with CD's and on the website. Leigh will check further on pricing.

Motion to accept the recommendation of the Technical Subcommittee to issue the Addressing Handbook with the modifications.

Moved: Dave Tarbett

Second: Fred Smart

Motion passed unanimously.

Public Relations Committee

Craig Neidig, Chairman

- **Press Announcement** - Craig deferred to Jimmy Gianato for an update. They are doing the Governor's schedule on Monday, March 17, 2003 and they are to call Jimmy as soon as it is set. Jimmy gave them the date of the next Board meeting and they are going to try and set the Press Conference for that day.

Rules Committee

Jimmy Gianato, Chairman

- We did discuss the Rules this morning and I think we have an idea of where we need to go. The next Rules Committee meeting will be at 4:00pm at Verizon on March 26, 2003 to try and outline some of the Rules.

Finance Committee *Craig Neidig, Chairman*

- **Financial Reports**

- Craig discussed the Revenue and Expenditures, YTD expenditures, cash balance as of the end of February and the February Purchasing Card statement.
- Invoice Payments due for Bowles Rice McDavid Graff and Love- \$2,881.25, Michael Baker, Jr., - \$19,817.78, State Auditor for transaction fees for \$9.00.

Motion to accept February Financial Report and expenses:

*Moved: Jack Bowden
Second: Tom Williams*

Motion passed unanimously.

Old Business

- **Dr. Richard Bagley - Rahall Transportation Institute**

- Met with Michael Baker, Jr. Inc. a couple of weeks ago as discussed at the last meeting we attended.
- Handout – Memorandum of Understanding between the WV Department of Transportation.
- Discussion on financial responsibilities of both parties, ownership of the data, process to be used for the implementation, operation and maintenance of the Transportation and Economic Development Information System and the final product.
- Look forward to pursuing this and working out details.

- **Arnold R. Miller – Marshall University**

- Handout - Marshall University Information Technology Preliminary Proposal to provide Technical Support to the Statewide E-911 Systems.
- Mr. Miller is present today as a subcontractor to RGI and would like to establish the relationship as such that Marshall University would like to be of assistance to the State of West Virginia and the people of West Virginia.
- Discussion was held by Mr. Arnold on the five (5) assumptions that ATI is proposing which would include a partnership whereby it would cover the cost of capital items, their operation and maintenance, and physical housing with emphasis on Security requirements and off-site redundancy, self-healing capabilities.
- The Information Technology components of Marshall University are supplying this proposal to the WVSAMB with the understanding that we will be providing these services in support of any Rahall Transportation Institute (RTI) initiative or agreement. The RTI will act in the capacity of Prime Contractor and Marshall University Information Technology will be acting in the capacity of a subcontractor to RTI. We think we can meet the standards set by Phase I by August 2003.
- We would propose a physical system presence in Huntington in the existing machine room and if that is not acceptable we would have a separate room in an

environment that is protected, secured along with UPS protection that is double layered by batteries and a diesel generator that will maintain the room and core network infrastructure for a minimum of 8 hours on the fuel in the building but can be extended indefinitely by refueling.

- The second site if we continue on past Phase I would be in our South Charleston facility. This facility would require some security upgrades, the installation of a generator capability and UPS enhancements.
- The basic information architecture proposed is built on Windows/Intel server technology and the EMC_ Storage Area Network (SAN) that provides a high degree of data integrity, backup and reliability. The two sites are already interconnected through existing ATM WAN and we are in the process of developing our own disaster recovery plan with South Charleston being our backup site for redundancy purposes within our own network.
- Upgrades, modifications and some network design would be needed to meet some of the higher-level cyber security elements but we feel that this is possible to accomplish.
- Marshall University computing services has ample experience in the systems, networking, and security realm to provide these services in the long term as well as the short-term needs outlined in the assumptions. We have been recognized as one of the top 100 wired campuses for numerous years.
- Marshall University computing services has specific experience in hardware platforms and storage systems proposed SQL server and Microsoft Windows 2000 servers, Oracle and Infomix databases and needed network security systems required to meet the requirements of this endeavor.
- GIS and related experience is housed in our various academic departments as well as RTI and as such is not a component of the Information Technology unit.
- We feel comfortable that we can address the short-term goals by August 2003.
- The relationships of RTI to the Transportation departments and other entities and their existing ability to help fund projects of this type are a definite advantage.
- RTI/Marshall University has several concerns and issues, which are listed in the handout.
- **Craig Neidig's Recommendation**
 - Craig recommended that the Board's counsel Joe Starsick looks over the handouts, and our options, and draft a memorandum of understanding. This would be an on-going process.
- **D.C Trip**
 - Jimmy reported on the progress of the DC trip stating that we need to finalize whom we want to invite. Everything is done and it is ready to be set up. I have had several emails and I need to provide specifically who we want to invite. We have 3 federal agencies to invite and they are: USGS, the Corp of Engineers, FEMA. It was decided that the 3 federal agencies would be enough and Jimmy would send this information on and he will try to have a date set for in May.

New Business

- **Retreat for the Board**
 - It was suggested that the Board have a retreat to discuss a number of pending issues and try and get some of them settled. The Board meeting site for the April

24 meeting is still open and we thought this might be a good time to have a retreat. Stonewall Jackson does have the dates available for \$159.00 for each person and that includes meals, room, breaks, and meeting room. Some of the suggested topics for the retreat would be the System architecture, Addressing RFP, and may be able to bring in some of the counties from that region for a workshop. The time frame may be too soon to prepare a schedule, presentations, overview of the guidebook etc. The objective would be to have an interactive meeting. Discussion was held to maybe schedule a meeting there in the first week of May. Will also check with Verizon to have the April 24 meeting at the Knowledge Center.

- **Huntington WVSAMB Meeting** – Tom reported on the Huntington meeting. Shirley Lawson, Cabell County 911 Director has requested that the Board hold a meeting in Huntington to coincide with the Cabell County Commission meetings so that the Commissioners could attend the meeting to learn more about the Board. We may want to invite other surrounding counties to sit in on the meeting. We discussed having the May 22, 2003 meeting in Huntington.
- **Fact Finding Mission** – Craig reported on the Fact Finding Mission. A discussion was held on travel to New England in April to visit the Vermont, Maine, and the New Hampshire GIS and 911 Centers to see how they are handling at their levels the same issues that we are dealing with. Also we could possibly visit Geographic Data Technologies and DeLorum who have their headquarters in that area.
- **County Officials Meetings** – We have a sign-up sheet for the three county officials meetings. We have one volunteer already and we are looking for others to volunteer to do a presentation at each of these meetings. Presentations are already made.
- **McDowell County Commission** - Jimmy submitted a letter to Craig from the McDowell County Commission stating their desire to participant and cooperate with the Board. We will make copies and put in the record for the next meeting.

Informational Report

- Tom has visited with Mason and Boone Counties recently, which have a GIS System and have some data in place. They want to submit their datasets for inclusion. I have instructed them to get a hold of Joe Seppi and send some sample sets.

Good of the Order/Discussion

- The next meeting is scheduled for March 27, 2003 at 1:00 pm at Verizon – Kanawha Room.

Closing

The Board meeting was adjourned at 3:00pm.

Minutes submitted by:

Leigh A. Cielensky, Executive Assistant / /
Date

Minutes Approved by:
West Virginia Statewide Addressing and Mapping Board

Craig A. Neidig, Chair / /
Date